MEMO
FROM THE SUPERINTENDENT U.S.D. 223
Rick Simoncic

TO: **PARENTS, FACULTY AND STAFF MEMBERS**
RE: **SCHOOL CLOSING-INCLEMENT WEATHER**
DATE: **August, 2009**

SCHOOL CLOSING: As the winter season approaches we once again face the possibility of severe winter weather which affects school and related activities. With these considerations in mind we wish to briefly review our procedure for school closings and late starts.

Decisions of whether to hold school, close or revise the daily attendance schedule are made as early as possible each morning. The Transportation Director and Superintendent will check the roads and forecasts, prior to 6:00 a.m. Generally, these decisions are made between 5:00 a.m. and 6:30a.m, during the winter season. When conditions warrant, the Superintendent will contact each building administrator between 5:00 a.m. and 6:00 a.m. At this point in time, a decision is made whether or not to hold school, close school, or revise our daily schedule.

PROCEDURES: When a decision is reached one of the following four actions will be taken:
1) SCHOOL AS USUAL - no notification or phone calling necessary,
2) SCHOOL CLOSING - when this announcement is made all USD 223 schools are closed and no vehicles will operate. Drivers commuting to other districts will not start their routes. Special education drivers must inform host schools of this procedure.
3) DELAYED STARTING TIME - using a delayed starting time will allow us to get our buses on the road during daylight hours and provide a safer environment for travel. We will implement a 2 hour delay starting time (10:15 a.m.), if we begin late. Most drivers will start routes at 9:00 a.m. on those conditions. On days when starting time is set at 10:15 a.m.. Special education buses that transport to other districts will follow our schedule. The Superintendent will notify other districts of late starting times and will inform them that we will make separate arrangements for our students.

CLOSING ANNOUNCEMENTS: When late starting time or school closing is implemented the announcement will be made by 6:30 a.m. or soon thereafter. Stations that will provide needed information are:

RADIO:
KNDY Radio, Marysville FM 103, AM 1570.
KCLY Radio, Clay Center, FM 101.
WIBW AM Radio, Topeka 580
KWBE Radio, Beatrice
KUTTfm/KGMTam Fairbury/ Beatrice

TELEVISION:
WIBW-TV Topeka, Channel 13
KSNT-TV Topeka, Channel 27
KTKA-TV Topeka, Channel 49
KOLN-TV Lincoln, Neb, Channel 10
NTV - Nebraska Television Network

Both WIBW and KOLN may broadcast school closing information at the 10:00 p.m. news proceeding the day that schools will be closed, if conditions warrant.

Web Sites:
District Home Page www.usd223.org
KTKA www.49abcnews.com
KOLN KGIN www.kolnkgin.com
WIBW www.wibw.com

SCHOOL REACH MESSAGES:
A brief recorded message from a school official to parents for emergency purposes or for a general announcement will be sent. It takes only a few moments to distribute the information to parents. The system has the ability to call two telephone numbers. Theses contact numbers have been taken from the student information system at your child's school. If you choose to change the numbers you must fill out the attached form and return it to your child's school. Please do not call the school to make those changes. You will need to fill out the attached form – for changes only.

EMERGENCY PROCEDURES: USD 223 will exercise great care to insure that no traveling athletic team or activity group are on the roads when a traveler advisory is in effect. In the event that a major storm begins after the school day is already in session, our practice will be to dismiss school immediately and put buses on the road. We ask that all bus drivers notify building principals where they may be located during the day when storms are taking place.

MORE CONSIDERATIONS: Fortunately, we have the flexibility of the 1116 hour school year. Our objective is, of course, to hold school whenever possible. Regardless of this fact, our foremost consideration is the safety of the students. Furthermore, it must be realized that a very large percent of our students are dependent upon district transportation on a daily basis. We will not hesitate to cancel school when conditions warrant, or whenever doubt exists as to the safety of our students. We will make every effort to hold school if we determine that no significant risk exists.